

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI**

Announcement Date:	January 11, 2006
Position:	Financial Technician
Starting Salary:	CL 24 (\$31,113 - \$38,890)
Closing Date:	Until Filled

POSITION SUMMARY:

The Financial Technician is located in the United States District Court, Eastern District of Missouri. The incumbent provides support to the financial operations of the clerk's office and maintains required accounting records and works with the courts financial system (FAST) and receipting system (CRTS). Duties include reviewing criminal judgements and establishing initial records in applicable financial systems; posting receipts of criminal restitution to subsidiary ledgers; reconciling defendant balances; and establishing and maintaining Excel spreadsheets.

JOB REQUIREMENTS:

General knowledge of the functions and procedures of the court unit. Knowledge of accounting procedures, reports and automated equipment. Ability to understand relationships among accounts, reconcile accounts, recognize errors and their probable causes and the impact of proposed actions and/or recommend alternatives. Skill and accuracy in working with numerical transactions. Skill and knowledge in the creation and use of computer spreadsheet software to record accounting transactions. One year of experience in a related field is required. Bachelors degree in accounting, business or related field required.

BENEFITS:

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

HOW TO APPLY:

Submit Resume with cover letter to:	United States District Court Eastern District of Missouri Attn: Jeanne Pattrin (FIN-06) 111 So. Tenth Street, Room 3.300 St. Louis, MO 63102
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